

COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL

(1) DEPARTMENT Auditor-Controller		(2) MEETING DATE January 10, 2006		(3) CONTACT/PHONE Melissa Estrella (805) 781-5441	
(4) SUBJECT Submittal of a cash procedures review at Drug and Alcohol Services in Arroyo Grande, Atascadero, and San Luis Obispo offices conducted November 29, 2005.					
(5) SUMMARY OF REQUEST The results of our review revealed all cash funds and cash receipts on hand to be in balance at the time of the count. In addition, we verified that the department is applying adequate internal controls over its cash handling functions.					
(6) RECOMMENDED ACTION We recommend that the Board receive and file the report. No departmental response is required.					
(7) FUNDING SOURCE(S) N/A		(8) CURRENT YEAR COST N/A		(9) ANNUAL COST N/A	
(10) BUDGETED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): None.					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent <input type="checkbox"/> Limited Term <input type="checkbox"/> Contract <input type="checkbox"/> Temporary Help					
(13) SUPERVISOR DISTRICT (S) 1st, 2nd, 3rd, 4th, 5th, <u>ALL</u>			(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		
(15) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)			(16) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input checked="" type="checkbox"/> N/A		
(17) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A			(18) APPROPRIATION TRANSFER REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		


(19) ADMINISTRATIVE OFFICE REVIEW <div style="text-align: center; font-size: 2em; margin-top: 50px;">OK</div> <div style="text-align: right; font-size: 2em; margin-top: 50px;">B-3 (1-10-06)</div>
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County of San Luis Obispo
Office of the Auditor-Controller
Room 300 County Government Center
San Luis Obispo, California 93408
(805) 781-5040 FAX (805) 781-1220



GERE W. SIBBACH, CPA
Auditor-Controller
BILL ESTRADA
Assistant

TO: HONORABLE BOARD OF SUPERVISORS

FROM: GERE W. SIBBACH, AUDITOR-CONTROLLER 

DATE: JANUARY 10, 2006

SUBJECT: CASH PROCEDURES REVIEW AT DRUG AND ALCOHOL SERVICES' ARROYO GRANDE, ATASCADERO, AND SAN LUIS OBISPO OFFICES PERFORMED ON NOVEMBER 29, 2005

Recommendation

We recommend that the Board receive and file the report. No departmental response is required.

Discussion

The results of our review revealed the cash fund to be in balance at the time of the count. In addition, we verified the department is applying adequate internal controls over its cash handling functions.

Other Agency Involvement/Impact

None.

Financial Considerations

The Department of Drug and Alcohol Services deposits approximately \$428,000 per month.

Results

The Auditor-Controller's program of periodic cash procedures reviews help maintain and improve internal controls and procedures for cash handling by County staff.

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GERE W. SIBBACH, CPA
Auditor-Controller
BILL ESTRADA
Assistant

December 21, 2005

Karen Baylor, Director
Department of Behavioral Health Services
2180 Johnson Avenue
San Luis Obispo, CA 93401

Dear Dr. Baylor:

On November 29, 2005 our office conducted a cash procedures review at Drug and Alcohol Services' Arroyo Grande, Atascadero, and San Luis Obispo offices.

Purpose

The purpose of our review was to determine compliance with the County Cash Handling Policy and to establish accountability of the cash on hand at the time of the review.

Scope

Our review included physically counting all cash on hand November 29, 2005 and reconciling the amount to the department's accountability figures. We examined cash receipts and compared these amounts to the corresponding receipt totals and to the subsequent deposit. Our review included an evaluation of internal controls over cash receipts, petty cash fund expenditures and reimbursements. Our evaluation of internal controls was limited to inquiries of departmental staff, personal observation, and testing selected documents and procedures.

Finding and Recommendation

CASH FUND

The result of our examination revealed the cash funds and cash receipts on hand to be in balance at the time of the count.

Recommendation

None.

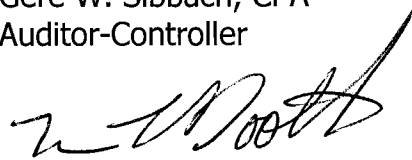
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Dr. Karen Baylor, Behavioral Health Services Director
December 21, 2005
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We appreciate the courteous attitude of your staff and the cooperation we received during the course of our review.

Sincerely,

Gere W. Sibbach, CPA
Auditor-Controller

A handwritten signature in black ink, appearing to read "N. Booth", with a stylized flourish at the end.

Norman L. Booth, CPA
Chief Internal Auditor

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